

County Of San Diego
Health and Human Services Agency (HHSA)

Chapter: Human Resources

Key Words: Economic Interest Statement, Form 700

SUBJECT: Economic Interest Statement (Form 700) **NO: HHSA-D-36**
PAGE: 1 of 2
DATE: 09/23/04

REFERENCES: California Government Code Sections 81000-91015
Fair Political Practices Commission Regulation 18730

PURPOSE:

The purpose of this policy is to designate those Health and Human Services Agency (HHSA) Personnel required to file an Economic Interest Statement (Form 700) and provide filing procedures.

BACKGROUND:

The Fair Political Practices Act, enacted as California Government Code Sections 81000-91015, requires all Government Agencies to designate those personnel required to file Economic Interest Statements. Fair Political Practices Commission (FPPC) Regulation 18730 and Board of Supervisors Policy require HHSA to designate those HHSA personnel who are required to file.

POLICY:

FPPC Regulation 18730 is incorporated by reference to form the terms of this code. Personnel holding the positions in the categories below will file an Economic Interest Statement Cover Page with any applicable schedules. Applicable schedules are those listed in the current Form 700 instructions covering the interests listed under each category.

Category 1: All personnel holding Upper Management (UM) or Executive Management (EM) Positions - Full Disclosure - All interests in real property in the State of California, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

Category 2: All personnel holding Management (MA) and Confidential Employee, Management (CEM) positions, and those holding the following classifications:

5605 - Estate Property Manager

2505 - Sr. Accountant

3637 - Supv. Dep. Public Admin-Guardian

3588 - Code Enforcement Officer II

Partial Disclosure - All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Health and Human Services Agency.

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Consultants: Consultants are included in the list of designated employees and are required to disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The HHSA Director may determine, in writing, that a particular consultant, although a "designated position" is hired to perform a range of duties that is limited in scope, and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's disclosure requirements. The Director's determination is a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

PROCEDURES:

The Personnel Manager will designate a coordinator to oversee the program. The Coordinator will:

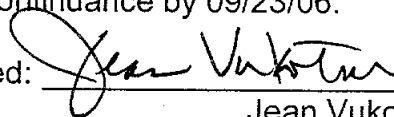
- Generate a list of applicable personnel by category from PeopleSoft upon receipt of the annual package from the Clerk of the Board.
- Prepare a cover letter for signature by the Human Resources Director directing that Form 700 be returned by March 15th of the current year.
- Distribute copies of the letter and the package. Mail to the County Mail Stop for full time personnel and home address for part time personnel.
- Provide assistance for HHSA issues and direct technical questions to the Fair Political Practices Commission.
- Track return of forms and contact those personnel who are not timely in complying.
- Forward the HHSA Director's Form 700 to the Clerk of the Board, maintaining a copy for HHSA records.
- Report status to the Personnel Manager weekly until all annual forms are filed.
- Request assistance from appropriate Department Personnel Officer(s) if employees fail to submit form 700 by the April 1st state deadline.
- File forms, maintaining records for seven years.
- Ensure that forms are destroyed at the end of the seventh year.

QUESTIONS/INFORMATION:

Contact HHSA Personnel Office, Backgrounds Supervisor, (619) 338-2020

SUNSET DATE: This policy will be reviewed for continuance by 09/23/06.

Approved: _____



Jean Vukotich
Interim Group Human Resources Director